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Tab B

DIRECTORATE ANNUAL REPORTS, FY 1974

SECTION A. DIRECTORATE LONG-RANGE GOALS AND STRATEGIES

1. This section should be a statement and discussion of the overall, long-range, operating and management goals of the Directorate. It should provide the perspective for discussion of specific DCI and Deputy Director objectives.

SECTION B. PERFORMANCE AGAINST FY 1974 OBJECTIVES

2. DCI and Deputy Director objectives should be listed and a factual status report provided on each. The Directorate need not be constrained by a specific format as prescribed for the Component Annual Report. For an objective which has been delegated to one and only one action Component, the Directorate Report may refer to the Annual Report of that Component and include only those additional or modifying comments the Deputy Director wishes to make. For objectives delegated to more than one Component, a synthesis or overview of total progress should be made, with appropriate references to Component Annual Reports. In this latter case, particular focus should be placed on how well the efforts of the Components were integrated, how well they cooperated, and the mutual support provided.

SECTION C. EVALUATION OF COMPONENT PERFORMANCE

3. The Deputy Director should review each Component individually and prepare a narrative appraisal of its performance against each of its objectives and of its overall performance. At a minimum, performance ratings should be made for all DCI and Directorate objectives. Performance against Component objectives should be rated individually or as a group in accordance with their significance to Agency management. The Deputy Director should cite any systems developed and used to support his reviews of Component performance.

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SECTION D. DIRECTORATE OUTPUT: ANALYSIS AND EVALUATION

4. The Directorate should define and identify its major categories of output and the major external customers or recipients of each category of output. It should describe measures in existence and additional steps to be taken to ascertain customer needs and requirements and the degree of their satisfaction. Statistical and numerical displays of production may be used, as appropriate, to demonstrate the results of Directorate analysis and evaluation of its output.

5. A narrative evaluation of output should be made in order to provide qualitative evaluation and to prevent quantitative measures from obscuring outstanding or high impact individual accomplishments.

SECTION E. RECOMMENDATIONS

6. In this section the Directorate should make any recommendations which are a reasonable outgrowth of its self-evaluation. The Directorate may wish to recommend modification or deletion of certain objectives or the addition of new objectives. It may wish to propose new ideas for equipment, new or different training or personnel requirements; and the like. The common thread for such discussions, recommendations and analyses should be the problems encountered and experiences gained in attempting to meet the Directorate's specified objectives.

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